

5 September 1963

MEMORANDUM FOR: Assistant Director, OCR

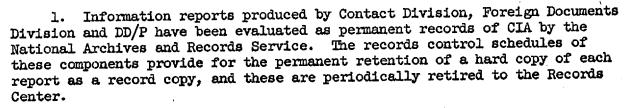
FROM

CIA Records Administration Officer

SUBJECT

: Designation of OCR/LY Copies of OO and CS Information

Reports as Record Copies.



- 2. Those OO and CS information reports which are received by OCR/IY and are filmable are retained on microfilm by OCR/IY for reference purposes. A back-up duplicate film copy is retired to Records Center for permanent retention. Information reports with attachments and non-microfilmable reports, which are received by OCR/IY, are retained in hard copy and subsequently retired to the Center by OCR/IY for reference purposes.
- 3. DD/P, OO/CD and OO/FDD are satisfied that the microfilm copies retired by OCR are adequate substitutes for the hard copies. They are now requesting revisions of their records control schedules that would permit destruction of Division hard copy files and designate the OCR microfilm and hard copies as Agency record copies. These record copies would remain under OCR control only until inactive and then would be transferred to Records Center to be retained permanently in the record set maintained and controlled by Records Center. Record copies will be made available, as required, to the OCR/IX for reference purposes.

4. I am prepared to approve these revisions	because they will eliminate
duplication of holdings in the Records Center and	release approximately 500
cubic feet of storage space. Attached are copies revisions requested by CD and FDD. I will appreciate	iste your concurrence in
revisions requested by CD and FDD. I will appro- designating as record copies the OCR film and hard	d copy collection of these
reports.	
1020101	

STAT

•		

Attachment

Concurrence

17 Sept. 1963

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2005/11/21: CIA-RDP70-00211R000500200097-7